

PORT DELMARVA, INC.

260 Port DelMarVa
Rehoboth Beach, DE 19971
(302) 227-7409
www.portdelmarva.com

Rules, Regulations and Practices for Site Holders (aka Licensee(s))

This document is also posted on the Ports website www.portdelmarva.com

Jens J. Mafy, President, Port Delmarva, Inc.

Port DelMarVa is a delightful resort to be enjoyed by all. These rules and regulations are provided to help ensure the continued success of the Port. Please be a good neighbor and read and comply with the spirit and intent of these Rules and Regulations.

I. Use of Port DelMarVa

A. Restricted to approved self-contained travel trailers that do not exceed 400 sq. feet. Must be RVIA approved. Trailers with slide-outs are allowed. Trailers without slide-outs cannot be wider than 12 feet. Motorhomes, and converted vans are not permitted.

1. Prior to bringing a trailer into the Port a licensee(s) must:
 - a. Submit manufacturer specs of the trailer to the Board for approval.
 - b. Schedule a date and time with a Board member for them to be on site when trailer arrives at the Port.
2. Length of trailer:
 - a. Maximum length of all trailers permitted at Port Delmarva, are not to exceed 41 (forty-one) Feet. Trailer will be measured when placed on site. Measurement will be from hitch to bumper, hitch when retracted to bumper and in case of detached hitch, it will be measured from front of box to bumper. No modification can be made to frame, frame must remain as designed and as represented in the manufacturer's specs submitted to the board.
 - b. 5th Wheel Trailers are permitted. Trailer approval is based on the ability of the RV to fit on the site within guidelines. Measurement will be front of box to bumper. Moving these trailers will be the owner's responsibility in the presence of a Board member. Skirting under the nose overhang is **not permitted** and must remain open.
 - c. Site holder must submit in writing their understanding of the size of the trailer, type of hitch, propane and battery placement.
 - d. Trailer requests may be submitted at any time but will not be reviewed and given pre-approval until the following Board Meeting. No requests for trailers over 36' will be reviewed by the Board between the months of November to March.
3. Trailer approval is based on the ability of the RV to fit on the site within guidelines.
4. All approved trailers larger than 36' will be restricted to that approved lot. Approval to move a trailer larger than 36' to another site in the future will be done on a case-by-case basis.
5. Port Delmarva will NOT move any trailers greater than 8-1/2 foot wide. Moving these trailers will be the owner's responsibility in the presence of a Board member. All trailers must have mounted wheels and tires. Wheel covers, if used, must be fabricated of awning material, painted plywood or fiberboard and be properly maintained.
6. All Slide-outs that have a hard cover, must have a type of rainspout, draining to the back of the trailer.
7. All trailers must be maintained accordingly. The appearance and decisions pertaining to its acceptability are subject to the scrutiny of the Board of Directors.
8. Sewer connections and maintenance:
 - a. Connections must be airtight and liquid-proof.
 - b. All sewer lines must be hard piped with PVC.
 - c. Outside showers must have a basin 6" above ground level and drain into the sewer system
 - d. Garbage, diapers, or sanitary pads must not be placed in any part of the sewer system. The sewer system is not equipped to handle these items.
9. The outside faucet supplying water to the trailer must be turned off when the trailer is left unoccupied overnight.
 - a. Hoses and connections must be leak free.
 - b. The use of a water hose outdoors is not permitted without a shutoff nozzle.
10. Electricity use is metered for each site and payment for usage is the responsibility of the licensee.
 - a. Electrical service is provided to each site in the form of one 50 amp, one 30 amp and one 110-volt ground fault receptacle. The ground fault receptacle is provided for temporary use of electricity outside the RV.
 - b. Electric meters will be read and billed to site holder bi-annually. You have 30 days to pay your bill. After 30 days a late fee of \$50 will be assessed, the electric will be turned off to your site and the meter will be locked. Payment of the bill and late fee is required before the lock is removed, and the electric is restored.
 - c. No locks are to be installed on any site breaker box or meter panel.
 - d. There is \$10.00 minimum asset usage fee per meter reading. Any usage under \$10.00 will be billed \$10.00.
11. The area directly behind your trailer which abuts your neighbor's shed is to be used and maintained by the site holder. This would affect sites 68-147 with the exception of lots 68, 85, 86, 87, 89, and 119. For the six lot holders noted they can use and must maintain the areas behind their sheds.

B. Occupancy of the trailer site is restricted to the licensee(s) trailer and one vehicle.

1. Registered owner(s), whose signature(s) are on the License Agreement, must be in attendance when the trailer is in use. (**See: III License**)
 - a. Use of Port DelMarVa facilities (trailer site, parking areas, storage areas, boat ramp facilities, etc. is only permitted when licensee(s) is present at Port DelMarVa.
 - b. The licensee(s) is responsible for their guests.
 - c. Overnight sleeping outside of the primary-on-site trailer is not permitted.

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2. One Vehicle on site shall be parked within the length of the pad and shall not obstruct the view of the neighbor.
 - a. Space must be maintained on the site, parallel to the pad and the trailer, to park the licensee(s) vehicle.
 - b. Additional vehicles shall be parked in the Visitor's Parking Areas.
 - c. Car tags must be placed in cars for licensee(s) as well as their guest(s). Each site is given 2 site holder and 2 guest tags. Should tags be lost, you will be charged for replacement(s).
3. Should you give or receive permission to park on another site holders lot, you must submit a hand-written agreement to a board member. You are not to park your car in someone else's designated area.
4. A boat, boat trailer or Recreational Vehicle (RV) shall not be parked overnight on a trailer site.
 - a. Boats on trailers may be on the trailer site for a short duration for loading, unloading, or maintenance.
 - b. Kayaks, canoes, and stand-up paddle board may be stored under the trailer. It must fit securely under the trailer.
5. Overnight parking of boats, boat trailers, trailers and Recreational Vehicles (RV) of any type is not permitted in the visitors' parking areas.
 - a. Relief from this *Rule* may be obtained by advance request from a director if special circumstance warrants.
6. Should you give permission for someone to access (not stay) your trailer or shed, you must submit it in writing to a board member.

C. Patio Pad

1. When a licensee(s) trailer is on the site:
 - a. Appliances may not be used or stored on the patio pad.
 - b. Items must be properly secured
2. When the licensee(s) trailer is not on the site, only small, light, movable items may be left on the patio pad.
 - a. The items must be properly secured to prevent wind damage to Port property and neighbor's property.
 - b. Cars, stakes, obstructions, plastic covers, or other items that may interfere with grass cutting may not be left on the non-patio part of the site.
 - c. The Port shall not be held responsible for damages or disposition of licensee(s) property.
3. Plastic storage containers may be used on the sites. Deck boxes 54" wide by 28" deep by 24" high and upright storage boxes 36" wide by 20" deep by 73" high are acceptable. Sites 1 through 67 can have either box. Sites 68 through 147 must have their deck box behind their trailer, out of sight from the street.
4. Pad extension is not to extend beyond the front of the box part of the trailer. The pad must be installed by a professional and approved by the Site Improvement Committee

D. Maximum speed limit in the Port is 10 mph.

1. Safe driving is mandatory at all times.
2. Driving around speed bumps is prohibited.
3. Golf Carts are prohibited.
4. Violations of these rules can result in revocation of the license.

E. Quiet hours are from 11:00PM to 8:00AM.

F. No personal items may be stored in Port DelMarVa buildings.

G. Prior approval of the Board of Directors is required for all additions, structures, or improvements.

1. Metal frame screen houses and screen rooms are permitted. Approved guidelines are available from the Board.
2. HARD TOP AWNINGS: Silvertop 2-way RV awnings with a Chesapeake screen room are the only hard top awning and screen room combination that is approved. This is the only type of screen room that is approved to remain in place over the winter season.
3. SLIDE OUT AWNINGS: Silvertop 2-way slide out awning is the only type that is approved. It must be able to be lowered. Must be approved by site improvement committee.
4. Wooden screen room structures or tents are not permitted.
5. The screen house or screen room must not encroach on the site parking space.
6. Electric service to the storage shed may be done by approval of the Board by adding a 110-volt breaker to the site load center installed by a licensed electrician. Under NO circumstances is the licensee(s) authorized to open and make internal connections to the utility pedestal. Routing an extension cord to the shed is prohibited.
7. Any improvements to a site must be removed when changing sites or leaving Port Delmarva. This includes removal of any sand/dirt, plantings, and structures.

H. Memorial Hall and the Office are clean-air areas. No smoking is permitted.

1. Memorial Hall is designated recreational, social, and business functions.
 - a. No pets, bikes, skateboards, roller skates, or ball-playing is permitted inside the building.
 - b. The Office is used for conducting Port business.
2. Children in the hall ages 6 and under must be accompanied by a 12-year-old or older.

I. Personal clothes lines are not permitted on trailer sites. A central area behind Memorial Hall shall be used for clothes drying.

J. Storage sheds are provided for each trailer site.

1. Use of washers, dryers, water heaters, and propane appliances in the sheds is prohibited.
2. Electrical service within the shed – Reference G. 6. above.

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K. Open fires and Fireworks are not permitted.

L. Personal barbecue grills are acceptable.

1. Gas fire pits must be the approved type by the Site Improvement Committee.
2. Licensee(s) or their guests caught with illegal fireworks will have their license terminated immediately.

M. Only licensed vehicles operated by licensed drivers are to be used on Port property.

1. Two wheeled electric scooters are allowed only operated by persons over 21 years of age.
2. Bicycles are permitted only on roadways.
3. Delaware state law requires riders under the age of 16 to wear a helmet.

N. Pets

1. Rabies shot record along with Homeowners Declaration page must be submitted yearly along with license payment.
2. Animals must be on a leash and controlled at all times.
3. Leashes are not to be longer than six feet. Retractable leashes are not allowed.
4. Pet owners must clean up all pet elimination.
5. Pets must not create a nuisance to others.
6. Failure to comply can result in legal penalties as well as expulsion from Port DelMarVa.
7. No pets allowed in any Port building unless it is a certified service dog.
- 8.

O. Antennas and/or Dishes

1. Antennas or Dishes are to be located at the rear of the site.
2. They shall not protrude over the adjacent site or interfere with the use of the adjacent site
3. Dishes will be installed so that the top edge of the Dish is no higher than 36 inches above surrounding structures, such as trailers and storage sheds.
4. Dishes will not be larger than 26 inches in diameter.
5. Support will be sufficient to ensure the safety of people and property

P. Restrooms are available at the end of the Office Building and will be open by the discretion of the Board of Directors.

Q. Kitchen

1. The kitchen attached to Memorial Hall is available to licensee(s) pending prior approval of the Board of Directors.
2. A \$50.00 user fee will be charged for private use of the facilities.
3. Regulations relating to the use of the kitchen are posted in the kitchen and must be followed

R. Propane

1. Propane is available at the Port at a moderate price set by the Board of Directors based on the supplier's price and subject to State and Federal regulations regarding handling.
2. Tickets for the purchase of propane are available at the Port Office once a month from 9:00am to 9:30am. Date to be emailed to all Licensees at the beginning of each month.
3. Bottles will be filled from 9:00 AM to 9:30 AM.
4. Cylinders must be stamped with an up-to-date certification date.
5. Rusty tanks will not be filled.

S. Mailboxes

1. Boxes are provided in Memorial Hall for Port communication and for messages from other licensee(s).
2. U.S. Postal boxes are located near the entrance to the Port property. Application for a box number is made at the Port Office, a nonrefundable, nontransferable fee is paid to the Port for the use of a mailbox.

T. Field

1. The "Field", which is located along Port Drive, will have an open wood burning fire pit for all licensees to use. The area designated for firewood is communal.

You are not to leave fire unattended and must extinguish the fire when you leave. A box of sand is on hand to extinguish.

II. Maintaining the Port

A. Site maintenance and improvements are the responsibility of the licensee(s).

1. Trailer appearance and maintenance
 - a. All trailers must have a clean appearance. Licensee(s) are responsible for washing their trailers as needed. If repairs are needed, licensee(s) is responsible for scheduling repairs and/or making repairs as soon as possible. Trailers cannot be used for storage at any time.
 - b. Licensee(s) are not permitted to store building materials and/or other types of debris behind the their trailer, unless the licensee is currently working on a project. A project which a Site Improvement Form has been submitted and approved by the Board Of Directors. Once the project is completed.
 - c. "Residents who experience electrical problems at their site, must first make sure the issue does not pertain to their trailer. Such as breakers, wiring, and electrical cords. This must be done before contacting a board member. If a resident requests to have a electrician to be called for service and the issue is not a problem on the Port Delmarva side, the residents will be responsible for the Service Call charge. Should the issue be on the Port Delmarva side, the resident should not be responsible for any charges. Residents may call a electrician vendor on their own, however all charges will be the responsibility of the resident regardless, since the Board of Directors has no way of knowing the actual cause.

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2. licensee(s) are responsible for trimming and lawn mowing of their site out to the street.
 - a. If there is an extended absence, the licensee(s) must make arrangements for continued care.
 - b. The Board will take action to correct instances of lack of site maintenance.
 - c. When a Director observes a site with high grass (more than 8 inches high), a contractor will be hired to cut the grass and the licensee(s) will be billed for the expense. The first seasonal event will be \$50.00; thereafter, \$75.00 each event.
3. Prior to planting trees, shrubs, and plants, approval must be obtained from the Site Improvement Committee to avoid damage to utility services which may be close to the surface and easily damaged by digging.
 - a. The licensee(s) is financially responsible for repairs necessary because of damage caused by digging.
 - b. Any eventual growth of shrubs, trees, and plants may be controlled by cutting or removal, if necessary.
 - c. The acceptability of the size and growth is based on the judgment of the Site Improvement Committee.
4. Gravel under or around the trailer is not permitted.

B. Trash and garbage must be deposited in the dumpster north of the Port Office Building

1. Bringing trash from home and putting in dumpster is prohibited.
2. Trash is not to be left outside the dumpster.
3. Garbage **must** be secured in sealed plastic bags.
4. Only Household waste shall be placed in the dumpster.
5. Place yard waste in designated area behind the dumpster **not in the dumpster.**

C. The Department of Natural Resources Regulations - Violation of the following items may result in a very stiff fine which will be passed on to the Lessee.

The Department of Natural Resources has stated that the disposal of crab shells, animal feces, or any other debris into the water way and wetland is subject to a very stiff fine to the individual and/or Port. Anyone responsible for these acts is subject to immediate expulsion from the Port and termination of their license.

III. License

A. Licensee(s) must be 21 years of age or older and if more than one Licensee, must be either (i) husband and wife; or (ii) parties to a civil union under 13 Chapter 2 or an equivalent state statute.

1. Should your status change, i.e., marriage or divorce, you are required to show documentation and new License Agreement signed. Failure to do so, in such case as a divorce, may terminate your license.
2. Children, including Stepchildren, of current Port Delmarva Licensee(s), also referred to as "Site Holders", "Residents", may apply to be placed onto the waiting list at 18 (eighteen) years of age. In the unlikely event a site becomes available and the applicant has not reach 21 (twenty one) years of age, that applicant must wait until they reach the age of 21 per Rule III. A. A special note will be made in their file and preference will be given for a open site, once the ago of 21 is reached.

B. The license period is by the year; effective January 1 through December 31 at a rate established and published each year by the Board of Directors.

1. Licenses entered into for less than the one-year period will be on a prorated payment schedule.
2. The licensee(s) may renew the license, subject to approval by the Board of Directors, by paying the annual license fee for the ensuing year before November 1.
3. Failure to pay the license by October 31st will result in a \$100 late fee. Should payment of license along with late fee, all electric payment(s), electric late fee(s) and storage fee(s) not be paid by December 31st, licensee(s) will automatically forfeit their license/site.

C. The order in which sites may be obtained at the Annual Site Selection Meeting is in seniority order determined by the date of the original uninterrupted license.

1. The Board of Directors' approval is required prior to relocating to any site.
2. Licensee(s) who change sites are requested to move their trailers according to a schedule determined by the Board of Directors.

D. Licensee(s) are not permitted to sell the license, give the site, rent the site, or change sites with another licensee(s).

E. Licensee(s) must put a trailer on their site. If a site has no trailer placed on it for 3 years, the Licensee(s) will automatically forfeit their lease.

F. Port DelMarVa Board of Directors may terminate any license at any time for breach or violation of the Rules, Regulations and Practices for Site Holders or for any conduct deemed detrimental to the Port or to any of its occupants.

G. Any occupant or visitor of Port DelMarVa in violation of the Rules, Regulations and Practices for Site Holders or conducting themselves in a manner considered detrimental to the Port or to any of its occupants, as determined by a quorum of the Board of Directors, shall be expelled.

H. Port DelMarVa assumes no liability for theft, damage by fire or any other cause to personal property or for personal injury to anyone within the bounds of its property.

IV. Storage areas

A. Storage area along the entrance drive:

1. The Port will assume no responsibility for boats, trailers, or other property kept in these areas. Utilization of these spaces is at the licensee(s) risk. The areas are to be used for the active storage of boats, boat trailers, or the licensee(s) tow vehicle. These special spaces are not to be used for storage of RV units or for vehicles not in active use, termed "dead storage".

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2. All boats and trailers of any kind must display current registration plates or registration stickers. Must be in operable condition.
3. Decal(s) obtained by a Board of Director must be affixed to item(s), i.e., transom, trailer, etc.
4. Sixty spaces are available along the entrance drive, assigned according to the seniority list for trailer site assignment at the same time as the trailer site selection. Only one (1) storage space will be permitted for each licensee(s).
5. No items can be stored past the storage site number sign.
6. A rental fee is established by the Board of Directors.
7. Upkeep of the spaces shall be the responsibility of the licensee(s). Failure to maintain acceptable appearance and/or proper utilization shall result in forfeiture of the right to use the space.
8. The Board of Directors will monitor the use of the storage spaces and persons considered in violation of the intended usage will be requested to show cause why the stored item should not be moved.

B. Storage sites at the Bulkhead area:

1. Access to Rehoboth Bay is available at the canal.
2. The bulkhead area is limited to boats less than sixteen (16) feet in length without trailers, usually termed "car-top" boats and or Kayaks and Paddle Boards. Boats on trailers are not permitted to be stored in this area.
3. Storage in this area will cost \$15.00 per year.
4. All Kayaks, car-top boats and Paddle Boards will be identified by a decal and have an assigned slot in the car-top/Kayak/Paddle Board rack.
5. Decals for boat identification are obtained from any Director.
6. The Board of Directors will monitor the use of the storage spaces and persons considered in violation of the intended usage will be requested to show cause why the stored item should not be moved.
7. Boat ramp usage is limited to hand carried watercraft only. i.e., Kayaks, Canoes, Paddle Boards and Car Top boats

V. Mooring space

A. Mooring space is available and permitted at the bulkhead for the licensee(s) boat only when the lessee is in the Port. The Port only owns the property behind the bulkhead. Mooring outside of this space cannot be authorized by the Port. Any mooring will be at the owner's risk.

1. Mooring in this area will be on a "first come, first served" basis.
2. Your area will be considered vacated each time your boat is moved.
3. Mooring will be limited to the cleats available.
4. All boats moored at the bulkhead will be tied from the bow to a bulkhead cleat and anchored from the stern to keep the boat from swinging.
5. Boats will be moored to avoid interference with boat launching at the ramp.

VI. Site Improvement Committee

A. Site Improvement Committee consists of 2 Board Members and the President of the Board.

VII. Complaints, grievances, questions

A. Complaints, grievances, and/or questions requiring Board of Directors review and approval shall be submitted in writing for action. Resolution of the complaints, grievances, and/or questions will be made by the Board of Directors.